Retirement Reporting Specialist and Employer Liaison

Tennessee Department of Treasury
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The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than $100 billion in assets through its various investment programs. We administer and invest the State's Retirement Program, *RetireReadyTN,* which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Defined Contribution plans. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, risk management, criminal injuries compensation, and more.

Job Overview:

Reporting to the Manager of TCRS Employer Reporting this position is responsible for coordinating monthly data collection with Tennessee Consolidated Retirement System (TCRS) participating employers, providing assistance regarding reporting requirements and system functionality, validating and analyzing data, and reviewing business requirements and testing system updates.

At the present time, this position is primarily remote, with occasional required meetings in downtown Nashville; however, the job location is subject to change at the discretion of the department which may require more frequent work in downtown Nashville. It is anticipated that the department will return to the office on a limited rotation schedule in the future. The successful candidate must live in Tennessee, preferably in the Nashville area, and must provide his or her own housing accommodation and sufficient internet connection.

Key Responsibilities:

- Provide technical assistance to TCRS employers with their monthly reporting submissions, troubleshooting any subsequent data-related errors.
- Serve as a liaison between the Employer Reporting staff and payroll software vendors to communicate TCRS reporting requirements and file format standards.
- Collaborate with Information Technology staff to facilitate modifications and upgrades to the TCRS information system (Concord) Employer Self-Service module.
- Assist with the development of training resources for employers to provide education on new system functionality and requirements.
- Coordinate with Treasury Internal Audit to analyze employer reported data and identify potential errors.
- Support the correction of employer-reported data through systematic data corrections and prior period adjustments

Minimum Qualifications:

- Graduation from a four-year college or university
- Strong proficiency in Microsoft Office, especially MS Excel
- Strong analytical abilities
- Strong project management and communication skills

Preferred Qualifications:

- Bachelor's degree in busines or information systems
- Familiarity with TCRS and supporting the retirement system known as Concord
- Familiarity with employer payroll planning (ERP), specifically Skyward and Local Government Corporations

Recommended Competencies:

- Organizational and Time Management
- Problem Solving
- Process Management
- Communication Skills
- Relationship Management
- Priority Setting
- Attention to Detail
- Analytical Skill

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